

20 September 1968

SUBJECT: Initial Report - Records Purge

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As of September 1968, the Inspection Staff/Office of Inspector General records [REDACTED] consist of:

21 boxes (21 cubic feet) of permanent material, consisting of surveys and special studies with related comments. This office is considered the office of record, and the material considered of historical value.

NOTE: There could possibly be duplication [REDACTED] in the retirement of IG surveys and special studies (if the component and the deputy director were each to retire their copies of the survey reports). Some surveys are as large as 6 inches in depth, and duplication throughout the Agency in retirement of such reports should be avoided.

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14 boxes (14 cubic feet) of employee grievance cases. The current Records Control Schedule calls for these to be returned to O/IG after ten years [REDACTED] for review and destruction of anything possible. As the first retirement of IG records took place in 1962, this review would normally have been scheduled for 1972, although some of the material retired in 1962 dates back to 1952.

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Action being taken on records purge:

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We have called back [REDACTED] the first of five boxes of employee grievance cases retired in 1962 and are in the process of reviewing the material for possible destruction. If the first box proves productive from the standpoint of destruction versus cost in manpower, we will continue this review (being conducted by the IG Records Officer, [REDACTED], and her alternate, Charlotte [REDACTED] followed by review by an Inspector, to be followed by review by the Deputy Inspector General). It should be noted that Official Personnel Folders are required to be retained until 75 years after subject's date of birth, or 60 years after the first

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known date of the employee's personal history if the DOB is unknown, and at least five years after the employee has separated, whichever comes last. Our employee grievance cases in many instances clearly are a vital part of the employee's personnel record. In addition, many of our employee grievance cases have potential repercussion aspects which must be carefully considered in the destruction of records. Depending on the results of our trial review, we will consider having the Records Control Schedule amended to provide for review every 5 years rather than the present 10. You will be advised of the outcome of this purge review.

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In view of our frequent requests for retrieval of files from [REDACTED] we do not believe microfilming would be either practical or economical.

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AUDIT STAFF

Initial Report of Purge of Inactive Records

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1. [REDACTED] Audit Staff Area Records Officer, is responsible for the records purge and follow-on procedural improvements for the Audit Staff.

2. Audit Staff records stored at the Agency Records Center consist of:

- a. Three (3) boxes of subject files consisting primarily of correspondence between Audit Staff Headquarters and Audit Staff field branches covering the period 1952 - 1966.
- b. Nine (9) boxes of audit reports, including overt public accountants' reports, and related correspondence applicable to audits of Headquarters components, [REDACTED] overseas stations and bases, projects, and miscellaneous activities of the Agency covering the period 1950 - 1965.

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In June 1968 the Audit Staff reviewed its records at Headquarters, destroyed unneeded records, and sent the above listed records to the Records Center in accordance with the approved records disposition instructions.

3. We plan to take immediate action to withdraw the three (3) boxes of subject files from the Records Center for further review and destruction, if not needed. We would not propose disposition of the nine (9) boxes containing audit reports and related correspondence because of the historical value and the Audit Staff is the office of record. Furthermore, we were informed that official audit records must be kept permanently according to the General Accounting Office and National Archives.

4. In view of the infrequent reference to the audit report files, there would be no objection on our part to microfilming these files.

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